



United States
Department of
Agriculture

MAR 15 2005

Office of the Chief
Information Officer

TO: Agency Heads

1400 Independence
Avenue SW

FROM: Scott Charbo
for Chief Information Officer

Washington, DC
20250

SUBJECT: USDA Capital Planning and Investment Control – Portfolio Management

The proposed Budget Year (BY) 2006 USDA Information Technology (IT) Portfolio has more than 300 individual projects including 80 major investments at an estimated cost of \$1.9 billion. These numbers represent a long-term effort by USDA agencies to reduce the number of small investments by consolidating along lines of business and to increase the number of major investments. For BY 2007, we want to focus USDA efforts on the following:

- Terminating any investments that are no longer funded, are inefficient or do not meet mission goals;
- Assuring that investments that relate to consolidated lines of business both in the Department and across the Federal government are identified, and that migration strategies for these investments are underway;
Ensuring that major investments with development/modernization/enhancement funding receive appropriate management attention through earned value management (EVM); and
- Using operational analysis and eGov strategy reviews to ensure that investments in the steady state phase continue to meet programmatic goals at an acceptable cost.

WorkLenz will be used for portfolio management, preparation and submission of the Office of Management and Budget (OMB) Exhibits and monitoring of EVM through BY 2007. **Note that major investments that have not shown progress towards tracking and reporting EVM statistics or have not met other minimum OMB requirements, will not be submitted to OMB as part of the USDA portfolio. No development, modernization, or enhancement spending will be permitted for these investments.**

Following are action items required for the investment/budget cycle for Fiscal Year (FY) 2007:

Agency Action Items to be completed each month:

- Update WorkLenz with EVM data by the fifth workday of each month.

Agency Action Items to be completed by March 31, 2005:

- Review existing data in WorkLenz and make changes as necessary to reflect current investment status (e.g. project manager changes).
- Add any investments planned or underway for FY 2005 funds that are not currently recorded as well as any investments planned for FY 2006 or 2007 funding.

Agency Action Items to be completed by May 7, 2005, for the FY 2007 cycle:

- Submit an Exhibit 300 for all new and existing major investments to my office. Agencies should review their investment portfolios against the USDA criteria for inclusion in the major investment portfolio and ensure that an Exhibit 300 is prepared for all investments that meet those criteria. In addition to the Exhibit 300, **agencies are reminded to submit all required supporting documentation appropriate to the phase of the investment.** Consult the Capital Planning and Investment Control Guide or your mission area representative if you have questions about required documentation or about whether an investment should be designated major. (A list of mission area representatives is found in Attachment I.)
- Project Plans for all new major investments will be entered in WorkLenz. This will assist in our efforts to track EVM statistics and manage investments at the portfolio level.
- The Office of the Chief Information Officer (OCIO) has identified additional agency investments that meet the criteria for major investments, but have not previously been included in the major investment portfolio (see Attachment I). Prepare an Exhibit 300 for each of these investments.
- Review current investments and consolidate investments with lifecycle costs less than \$500,000. Do not name them "Other" or "Miscellaneous." Eliminate investments that are inactive (with zero investment dollars listed for FY 2005 and onward).
- Remove any remaining agency contributions to the Office of the Chief Financial Officer (OCFO) Financial Systems at the National Finance Center from agency portfolios. OCFO is responsible for reporting Administrative/ Financial Systems resident at the center as well as the source of funds for these investments.

OCIO and the USDA E-Board will use the Exhibit 300 and supporting documentation during the FY 2007 investment review process. Agencies will be provided with guidance on preparation of final Exhibit 300s for submission to OMB at a later date. We expect that final Exhibit 300s will be due to OCIO in mid-August and will be sent to OMB in early September. (See Attachment II for the calendar for BY 2007 cycle.)

Agency Action Items to be completed by early July 2005, for the FY 2007 cycle:

- Financial information supporting the entire IT portfolio request for BY 2007 must be provided through WorkLenz.
- **Budget for certification and accreditation (C&A) of all operational application and general support systems.** C&A is required every three years (or when a material change is made to a system. Therefore, those systems that completed C&A in 2004 must be re-certified in 2007.
- **Budget for participation in Presidential (PI) and Smart Choice (SC) eGovernment initiatives.** Agencies should include any additional costs they may incur to implement these initiatives and any agency-specific eGovernment initiatives. Estimated costs for PIs and SCs for FY 2007 will be provided at a later date.

Prepare a cross-cut project in WorkLenz showing costs for the following items:

- E-Government
- IT Security (including certification and accreditation of systems)
- Geographic Information Systems and geospatial data.

Please call me at 720-8833 if you have questions about these issues or have a member of your staff contact Dan Stoltz at 720-9080.

Attachments

cc: Deputy Secretary
Agency Chief Information Officers
Agency Budget Officers

NEW MAJOR INVESTMENTS

<u>Agency</u>	<u>Investment Name</u>
APHIS	Veterinary Services Program Streamlining
OCIO	LAN/WAN
FS	ROSS 2

MISSION AREA REPRESENTATIVES

FFAS	John Rehberger
FN&CS	Efren Valerio
Food Safety	Alesia Webster
NRE	
FS	Dan Stoltz
NRCS	Efren Valerio
REE	Hien-Hoa Nguyen
RD	Dan Stoltz
MRP	
AMS	Alesia Webster
APHIS	Amy Snyder
GIPSA	Amy Snyder
Civil Rights	Hien-Hoa Nguyen
OCE	Hien-Hoa Nguyen
DA & remaining Staff Offices	Eva Desiderio

OCIO Calendar of Events for 2005

Attachment II

CPIC	Workforce	Enterprise Architecture	Cyber Security
February			
Release Draft EVM Policy for Comments (early February)		8 - 10 EAD-Adaptive Design Meetings	1 - Monthly FISMA PO&M Updates and Executive Summaries Due
	14 PM Training - Class 16 (Module 2)	15 - 17 EAD Staff Training Development	28 - USDA Monthly Scan and Patching Certifications due
	17 PMI Chapter Luncheon Meeting	15 - 28 EAR: Pre-populate Base EA Data	28 - Monthly FISMA POAM Updates Due
	23-24 EVM Training (RG facility)		
March			
Release Draft EVM Implementation Guide (early March)	EVM Training - Kansas City	USDA Budget and Performance Integration Conceptual Data Overview and Presentation	1 - Agency Quarterly POAMs and Executive Summaries due to OCIO (monthly reports do not need to be submitted)
	7 Class 16 DC (Module 3)	EAR Training - TBD	15 - USDA POAM Updates due to OMB (OCIO only)
Issue new CPIC Guide &	24 PMI Chapter Luncheon Meeting	ECCB Quarterly Meeting (TBD)	31 - USDA Monthly Scan and Patching Certification due
FY 2007 Call Memo Released (late March)		Update EA information in USDA CPIC Guide	31 - C&A Interim authority to operate on all non-C&A systems expires. All systems must have C&A or be disposed
April			
	4 Class 12 - St. Louis (Module 1)	EAR Training Continues	1 - Monthly FISMA PO&M Updates and Executive Summaries Due
	11 Class 16 - DC (Module 4)		
	18 Class 15 - Fort Collins (Module 1)		
	18 Class 17 - Washington (Module 1)	Load of Shared Services, AgLearn, & eAuthentication Data	30 - Security Plans due
Agencies start updating IT budgets in WorkLenz (late April)	28 PMI Chapter Luncheon Meeting	User Validation of EAR Pre-populated Data	30 - USDA Monthly Scan and Patching Certifications due
May			
	2 Class 12 - St. Louis (Module 2)	User Validation of Shared Services, AgLearn, & eAuthentication Data	2 - Begin NIST 800-26 Agency Self Assessment reviews
	9 Class 16 - DC (Module 5)	EAR Training Continues	2 - Monthly FISMA PO&M Updates and Executive Summaries Due
	13 Class 16 Graduation	Establish EAR Users' Group	
Exhibit 300 draft to OCIO via WorkLenz (mid-May)	16 Class 17 - DC (Module 2)	Draft EA 300	
	23 Class 15 - Ft. Collins (Module 2)		30 - Agency Contingency Plans must be completed
	26 PMI Chapter Luncheon Meeting		31 - USDA Monthly Scan and Patching Certifications due
June			
	6 Class 13 - St. Louis (Module 3)	EAD Review of Initial 300s	1-30 - Security Awareness Month (tentative)
	13 Class 17 - DC (Module 3)	Load EAR with Security and Telecommunications Technology Information	1 - Agency Quarterly POAMs and Executive Summaries due to OCIO (monthly reports do not need to be submitted)
	20 Class 15 - Ft. Collins (Module 3)	EAR Training Continues	15 - USDA POAM Updates due to OMB (OCIO only)
Initial Exhibit 300 scores to CIOs (late June)	23 PMI Chapter Luncheon Meeting	User Validation of Security and Telecommunications Technology Information	

OCIO Calendar of Events for 2005

Attachment II

CPIC	Workforce	Enterprise Architecture	Cyber Security
		ECCB Quarterly Meeting (TBD)	30 - USDA Monthly Scan and Patching Certifications due
July			
Total IT budgets due in WorkLenz (early July)	11 Class 12 - St. Louis (Module 4)	Submission of EA 300	1- Annual Agency FISMA submissions due (pending release date of OMB draft)
	11 Class 17 - DC (Module 4)	Prepare EAR Reports for CPIC Review	1 - Complete Sec. Awareness and Training Program for 70% of workforce
	18 Class 18 - Ft. Collins (Module 4)	EAD Review of Final 300s	1 - Monthly FISMA PO&M Updates and Executive Summaries Due
	28 PMI Chapter Luncheon Meeting		1 - Complete NIST 800-26 Agency Reviews
			1 - Agency Contingency Plan Testing must be completed
	Project Management Lifecycle Training	EA Self-Assessment for OMB	31 - USA Monthly Scan and Patching Certifications due
August			
	8 Class 12 - St. Louis (Module 5)	Begin Advanced User EAR Training	1 - Monthly FISMA PO&M Updates and Executive Summaries Due
E-Board makes Major Investment & Portfolio Decisions (mid-August)	12 Class 12 - St. Louis Graduation		
	15 Class 15 - Ft. Collins (Module 5)		
	19 Class 15 - Ft. Collins Graduation		
	22 Class 17 - DC (Module 5)		
Exhibit 300 final to OCIO via WorkLenz (late August)	26 Class 17 - DC Graduation		
	25 PMI Chapter Luncheon Meeting	Migration to New Adaptive Tool Set Version 3 Beginning	31-USDA Monthly Scan and Patching Certifications due
September			
Subit Exhibits 300 & 53 to OMB		ECCB Quarterly Meeting (TBD)	1 - Agency Quarterly POAMs and Executive Summaries due to OCIO (monthly reports do not need to be submitted)
		Continue Advanced User EAR Training	15 - Eauthentication Categorization Assurance Level report due for all existing major systems
			15 - USDA POAM Updates due to OMB (OCIO only)
	22 PMI Chapter Luncheon Meeting		30 - Security Awareness and Training Program end
			30 - USDA Monthly Scan and Patching Certifications due
October			
		Migration to New Adaptive Tool Set Version 3 Completion	2005-Begin Security Awareness and Training Program for Fiscal Year 2006
			3 - Monthly FISMA PO&M Updates and Executive Summaries Due
			31 - USDA Monthly Scan and Patching Certification due
November			
Receive OMB Passback (around Thanksgiving)		NIST Standards Report	1 - Monthly FISMA PO&M Updates and Executive Summaries Due
			31 - USDA Monthly Scan and Patching Certification due
December			
Prepare Exhibits 53 & 300 for President's Budget (late December)		ECCB Quarterly Meeting (TBD)	1 - Agency Quarterly POAMs and Executive Summaries due to OCIO (monthly reports do not need to be submitted)